

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

DATE OF PUBLICATION July 4-13, 2018

**NOTICE OF VACANCY
 (Job Order Personnel)**

No.	Position Title	No. of position/s	Place of Assignment	Rate per Day/Month	Qualification Requirements				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Science Research Assistant	1	Institute of Social Research and Development	730.00/day	BS Agriculture graduate preferably major in Agricultural Economics	None Required	None Required	None Required	(1) Must know how to conduct field experiments, (2) Must have good coordinating and communicating skills, (3) Computer Literate
2	Bookkeeper	1	Accounting Office	679.00/day	Graduate of BS Accountancy / Financial Management/ Management Accounting	none	none	Eligibility/license is an advantage	(1) Can work with minimum supervision
3	Administrative Assistant I	1	University Public Affairs Office	631.00/day	Graduate of BS Development Communication/BSE (major in English)/AB Communication/ BS Mass Communication	None required	None required	None required	1.) Knowledgeable on lay-outting/writing news and feature articles 2.) Willing to be assigned outside UPAO and/or outside BSU campus
4	Engineer 1	1	Planning and Development Office	906.00/day	Graduate of BS Civil Engineering	none	none	RA 1080 (Registered Engineer)	- Proficiency in AutoCad and MS Office application; - Ability to derive proper detailed estimates for infrastructure projects
5	Draftsman I	1	Planning and Development Office	587.00/day	Graduate of BS Architecture	None required	None required	None required	Knowledgeable on autocad, 3-D map, photoshop and sketchmap
6	Administrative Aide IV	1	Office Of The University Board Secretary	508.00/day	Graduate of any 4-year course	None required	None required	None required	(1) Knowledgeable on Records Management and clerical functions. (2) Skilled in e-filling and other computer applications
7	Administrative Aide IV	1	Human Resource and Development Office	508.00/day	Graduate of any 4-year course	None required	None required	CS- 2nd Level Eligibility	(1) Must be a team player (2) Must have good coordinating and communicating skills
8	Administrative Aide IV	1	Cashiering Office	508.00/day	Graduate of any 4-year course	None required	None required	None required	Knowledgeable on Records Management and clerical functions
9	Master Tailor 1	1	BSU Garments Project	546.00/day	Completion of relevantt vocational/trade course	none required	none required	none required	
10	Tailor	1	BSU Garments Project	473.00/day	Completion of relevantt vocational/trade course	none required	none required	none required	
11	Carpenter II	4	IHFSA	546.00/day	Elementary School Graduate	none required	none required	none required	Skilled in carpentry works
12	Carpenter II	1	General Services Office	546.00/day	Elementary School Graduate	none required	none required	none required	Skilled in carpentry works
13	Plumber II	1	General Services Office	546.00/day	Elementary School Graduate	none required	none required	none required	Skilled in plumbing works
14	Carpenter 1	1	General Services Office	473.00/day	Elementary School Graduate	none required	none required	none required	Skilled in carpentry works

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15	Laboratory Aide I	1	College of Veterinary Medicine	440.00/day	Relevant bachelors' degree	None required	None required	Eligibility/license is an advantage	Computer literate; capable of doing simple maintenance of laboratory equipment and tools
16	Farm Worker I	1	National Cooperative Testing	440.00/day	At Least High School Graduate	None required	None required	None required	
17	Farm Worker I	1	Cordillera Apiculture Center	440.00/day	At Least High School Graduate	None required	None required	None required	

Interested and qualified applicants regardless of age, sex, sexual orientation, gender identity, civil status, disability (PWD), ethnicity or political affiliation should signify their interest in writing by attaching the following documents:

1. Application letter (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of OTR or Certification of grades with the total units required for the degree (basis in the determination of units earned)
4. Photocopy of employment certificate /s
5. Photocopy of eligibility (CSC or TESDA) or professional license
6. Photocopy of training certificates after graduation, within the last five (5) years
7. Certified photocopy of performance evaluation rating in the present position for one year preceding this publication (if applicable)
8. Photocopy of commendation or award certificates

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

FELICIANO G. CALORA JR.
BSU President
Km. 5, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:


FELICIANO G. CALORA JR.
 President